



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 13TH CORPS SUPPORT COMMAND  
FORT HOOD, TEXAS 76544-5070

COMMAND POLICY  
NUMBER 9

REPLY TO  
ATTENTION OF


AFVG-CG (100)

5 August 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity (EO) Complaint Procedures

1. PURPOSE: Outline the proper procedures for submitting equal opportunity complaints.
2. APPLICABILITY: Headquarters, 13<sup>th</sup> COSCOM and all subordinate units.
3. PROPONENT: The proponent for this policy is ACofS, G1.
4. POLICY: Commanders will comply with AR 600-20, Chapters 6, 7, and Appendix E when handling all EO complaints. There are two types of EO complaints: **Informal** and **Formal**.
  - a. INFORMAL Complaint – A Soldier, family member, or DA civilian does not wish to file a complaint in writing, it is informal. The goal is to resolve the complaint at the lowest level by the complainant, another member, or the chain of command. Soldiers can file a formal complaint if the behavior persists.
  - b. FORMAL Complaint – A Soldier, family member, or DA Civilian files a complaint by Submitting a sworn statement on DA Form 7279-R (Equal Opportunity Complaint Form). General Courts Martial Convening Authority notification will be forwarded through the 13<sup>th</sup> COSCOM Commander to the III Corps CG, IAW AR 600-20
5. SUPERSESSION: This policy supersedes Command Policy Memorandum 34, dated 6 April 2005.
6. EXPIRATION. This memorandum expires 4 August 2007.

  
MICHAEL J. TERRY  
Brigadier General, USA  
Commanding

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